



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
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**FISCAL YEAR 2015
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #4**

TO: Child and Adult Care Food Program Institutions

FROM: Marla J. Moss, Director
Office of School Support Services

DATE: November 5, 2014

SUBJECT: Web-based National Disqualified List System

Beginning October 22, 2014, the United States Department of Agriculture (USDA) National Disqualified List (NDL) is accessible by independent centers and sponsors of centers in the Child and Adult Care Food Program (CACFP) and Summer Food Service Programs (SFSP). The NDL is a list of institutions and individuals that have been disqualified and terminated from participation in the CACFP and SFSP. The purpose of maintaining the NDL and making it available via the internet to independent centers, sponsoring organizations, state agencies, and USDA is to provide a tool for promoting CACFP integrity. The NDL helps preclude several potential integrity violations from occurring by preventing:

- institutions whose Program agreements were terminated for cause in one State from moving to another state and reapplying for Program participation
- individuals responsible for serious mismanagement from continuing to be involved in Program administration by forming a new corporate entity and entering the Program under a different organizational name
- individuals associated with a disqualified institution from re-entering the Program as a day care home provider, as a principal with another institution, or as a principal in a sponsored center
- day care home providers terminated for cause by one sponsoring organization from re-entering the Program under the auspices of a different sponsoring organization

Independent centers and sponsors of centers will be **required** to conduct a primary check of the NDL of individuals who would be a principal of the institution, center, or sponsor. This includes family day care home providers. A principal is defined by 7 CFR 226.2 as "*any individual who holds a management*

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position within, or is an officer of, an institution or a sponsored center, including all members of the institution's board of directors or the sponsored center's board of directors."

The NDL system integrates with the USDA's e-Authentication system. Agency users need e-Authentication level one clearance to access the NDL system and can obtain an e-Authentication credential at the [USDA eAuthentication website](https://www.eauth.usda.gov/mainpages/eauthWhatIsAccount.aspx) (https://www.eauth.usda.gov/mainpages/eauthWhatIsAccount.aspx). After credentials have been established, agency users can access the NDL at [USDA eAuthentication Login website](https://snp.fns.usda.gov/ndlweb/Welcome.action) (https://snp.fns.usda.gov/ndlweb/Welcome.action) and can begin checking principals immediately. A user manual from the USDA is attached.

The Michigan Department of Education (MDE) will offer webinar-based training on how to obtain access to and how to conduct searches on the NDL. Trainings will be available at the [CACFP website](http://www.michigan.gov/cacfp) (www.michigan.gov/cacfp) under Trainings. MDE will notify independent centers and sponsors of centers by operational memo when this training becomes available. MDE will also provide technical assistance as needed.

Please contact the CACFP office at 517-373-7391 with any questions.